

**MODEL PLAN**

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

**PUBLIC LAW 97-35, AS AMENDED**

**Fiscal Year (FY) 2004**

Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Washington, D. C. 20447

August 1987, revised May 1992, February 1995, October 1996, October 1998,  
June 2001  
OMB Approval No. 0970-0075

GRANTEE

**Georgia**

Assurances

The **State of Georgia** agrees to:

(1) use the funds available under this title to--

(A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);

(B) intervene in energy crisis situations;

(C) provide low-cost residential weatherization and other cost-effective energy-related home repair; and

(D) plan, develop, and administer the State's program under this title including leveraging programs, and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

(A) households in which one or more individuals are receiving--

(i) Temporary Assistance to Needy Families (TANF) under the State's plan approved under part A of title IV of the Social Security Act (other than such aid in the form of foster care in accordance with section 408 of such Act);

(ii) Supplemental Security Income payments under title XVI of the Social Security Act;

(iii) food stamps under the Food Stamp Act of 1977; or

(iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or

(B) households with incomes, which do not exceed the greater of--

(i) an amount equal to 150 percent of the poverty level for such State; or

(ii) an amount equal to 60 percent of the State median income;

except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under Subtitle B of Title VI (relating to the Community Services Block Grant Program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under Subtitle B of Title VI (relating to the Community Services Block Grant Program), under the Supplemental Security Income Program, under Part A of Title IV of the Social Security Act, under Title XX of the Social Security Act, under the Low-Income Weatherization Assistance Program under Title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in Clauses 2(A) and 2(B) of this Subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this Title; to give special consideration in the designation of such agencies to any local public or private nonprofit agency which was receiving Federal funds under any Low-Income Energy Assistance Program or Weatherization Program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that--

(A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and

(B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

(A) notify each participating household of the amount of assistance paid on its behalf;

(B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this Title;

(C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this Title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and

(D) ensure that the provision of vendored payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that--

(A) the State will not exclude households described in Clause (2)(B) of this Subsection from receiving home energy assistance benefits under Clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this Title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this Title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year and not transferred pursuant to Section 2604(f) for use under another block grant; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this Title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this Title, including procedures for monitoring the assistance provided under this Title, and provide that the State will comply with the provisions of Chapter 75 of Title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with Section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in Subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in Subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under Section 2610.

(15) beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating that is administered by additional State and Local Governmental Entities or community-based organizations (such as Community Action Agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the Low-Income Weatherization or Energy Crisis Intervention Programs.

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Additional Certifications and Requirements from P.L. 103-333, for FY 1997 only:

Of the funds made available under this Title, for fiscal year 1996, the Secretary shall receive Assurances from States that funds will assist low-income households with their home energy needs, particularly those with the lowest incomes that pay a high proportion of household income for home energy.

\* This Assurance is applicable only to states and to territories whose annual regular LIHEAP allotments exceed \$200,000. Territories with annual allotments of \$200,000 or less and Indian tribes/tribal organizations are not subject to Assurance 15.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen Assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended. \* (I also agree to comply with the additional Assurance in P.L. 103-333.)

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.\*\*

Signature:

Title:

Date:

EIN\*\*\*:

\* Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to Assurance 15, and thus must only certify to 15 Assurances.

**\*\* If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization is signing the certification to the Assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION AUTHORITY.) The delegation must include authority to sign the Assurances, not just to administer the program.**

\*\*\* HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.

In the above Assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "Title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "Section" means Section 2605 of OBRA; and, "Subsection" refers to Section 2605(b) of OBRA.

GRANTEE **GEORGIA**

statutory  
references

2605(a)

2605(b)(1) Please check which components you will operate under the LIHEAP program:

(use of  
funds)

☒ heating assistance☒ cooling assistance☒ crisis assistanceDates of OperationNovember 2003 – May 2004Weather RelatedNovember 2003 until funds  
are exhausted☒ weatherization assistanceyear round

2605(c)(1)(C) Please estimate what amount of available LIHEAP funds will be used for each component that you will operate:

2605(c)(1)(F) Program Components:

**50.00** % heating assistance**4.996** % cooling assistance**20.000** % crisis assistance

**15.000** % weatherization assistance  
(of the basic LIHEAP grant)

Other Uses:

**0.000** % carryover to the following fiscal year**10.000** % administrative and planning costs

**.004** % services to reduce home energy needs including needs assessment  
(Assurance 16)

**0.000** % used to develop and implement leveraging activities (limited to  
the greater of .08% or \$35,000 for States, the greater of 2' % or  
\$100 for territories, tribes and tribal organizations).

**100** % TOTAL



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statutory  
references

2605(c)(1)(C) The funds reserved for winter crisis assistance which have not been expended by March 15 will be reprogrammed to:

(alternate  
use of crisis  
assistance  
funds)

  X   heating assistance

     weatherization assistance

     Other(specify):

2605(b)(2) What are your maximum eligibility limits?

2605(c)(1)(A) (Please check the components to which they apply)  
(eligibility)

  X   150% of the FY      poverty guidelines:  
heating   X   crisis   X   wx

     125% of the FY      poverty guidelines:  
heating      crisis      wx     

     110% of the FY      poverty guidelines:  
heating      crisis      wx

     60% of the State's FY      median income:  
heating      crisis      wx

     Other (specify for each component and include any categorically  
eligible households)

     Households automatically eligible if one person is receiving  
     TANF,      SSI,      Food Stamps,      Certain  
Means-Tested Veterans Programs (heating      cooling      crisis     )

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references

2605(c)(1)(A) Do you have additional eligibility requirements

2605(b)(2) for: Heating assistance (check \_\_\_\_yes or Xno)  
(eligibility)

Do you use:	<u>Yes</u> <u>No</u>
Assets test?	— <u>X</u>
Priority eligible groups: (List, if any)	
Elderly?	<u>X</u>
Disabled?	<u>X</u>
Young Children	<u>X</u>
Other: (If yes, please describe)	<u>X</u>

The first 30 days of the winter heating program are reserved for serving homebound households and elderly households. The program will target households with disabled members and households with young children.

- 1) **Homebound Household** – *A household which, in the judgment of the LAA, contains no person(s) able to travel to an intake center and to apply for Energy Assistance because of a medical condition which currently qualifies the person for home services through Medicaid or Medicare, and/or currently receives home delivered meals, home – health agency services, or homemaker services or who has disabilities confining the residents to the home.*
- 2) **Elderly Household** – *A household which contains members 65 years of age and older.*
- 3) **Disabled** – *An individual who has either a physical or a mental impairment that substantially limits one or more major life activities; a person who has a history of such a condition is a person eligible for Vocational Rehabilitation Services. “Major Life Activities” means functions such as caring for one’s self, performing manual task, walking, seeing, hearing, speaking, breathing, learning, and working.*
- 4) **Young Children** – *Any child in a household who is 5 years of age or younger on the date of application.*

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statutory  
references

2605(c)(1)(A)

2605(b)(2) Do you have additional eligibility requirements for: Cooling assistance  
(check \_\_\_\_yes or X no)

(eligibility)

Do you use:	<u>Yes</u>	<u>No</u>
Assets test?	_____	<u>X</u>

Priority eligible groups: (List, if any)	Elderly, disabled and households with young children are the target population.
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Elderly?	<u>X</u>	_____
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Disabled?	<u>X</u>	_____
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Young Children?	<u>X</u>	_____
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Other: (If yes, please describe)	_____	_____
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statutory  
references

2604(c)

2605(c)(1)(A) Do you have additional eligibility requirements for: Crisis assistance  
( X Yes      \_\_\_\_\_ No)

(eligibility)

	<u>Yes</u>	<u>No</u>
Do you use:		
Assets test?	—	<u>X</u>
Must the household have received a shut-off notice or have an empty tank?	<u>X</u>	—
Must the household have exhausted regular benefit?	—	<u>X</u>
Must the household have received a rent eviction notice?	—	<u>X</u>
Must heating be medically necessary?	—	<u>X</u>

\*The household must have received a disconnection notice or the service must already be off.  
The component addresses all fuel types.

Other:

What constitutes a crisis? (Please describe)

*A crisis is determined when a low-income household is facing imminent disconnection and/or needs restoration of their heating or cooling fuel source. A crisis may also result from a weather-related emergency, which affects all, or a specific area of the state.*

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statutory  
references

2605(c)(1)(A) Do you have additional eligibility requirements for: Weatherization  
(       Yes   X   No)  
(eligibility)

Do you use:	<u>Yes</u>	<u>No</u>
Assets test?	<u>—</u>	<u>X</u>
Priority groups? (Please list) Disabled. Elderly. Children.	<u>X</u>	
DOE rules?	<u>X</u>	
DOE LIWAP rules with the following exceptions? (Specify below)	<u>—</u>	<u>X</u>

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statutory  
references

2605(b)(3)  
2604(c)(3)(A)

(outreach)

Please check the outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

X provides intake service through home visits or by telephone for the physically infirm (i.e. elderly or disabled).

\*Homebound households

X place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, vendors, legal services, hospitals and clinics, senior centers and other public locations

X publishes articles in local newspapers or broadcast media announcements.

\*Also in media for non-English speaking populations

X include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.

\*This is done independently by some of our vendors

X make mass mailing to past recipients of LIHEAP.

X informs low-income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.

X utilizes early application period at the beginning of the program for the elderly or disabled.

\*And homebound households

X accepts applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served. (This is required by the statute.)

X execute interagency agreements with other low-income program offices to perform outreach to target groups.

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X other (Please specify): Eligibility information translated into other languages for non-English speaking applicants. Toll free statewide phone line for information and referrals to the program. Website information, vendor customer service referrals, representatives of culturally diverse organizations (Latin American Association, Asian, etc.) trained to accept applications for their customers.

statutory  
references

1. 2605(b)(4) Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted  
(coordination)

- 1) ***Regular Energy Assistance/Crisis Assistance/Cooling Assistance:*** *The Energy Assistance Program (EAP) will coordinate with the appropriate DHR officials relative to the corresponding involvement between the Energy Assistance Program and other related programs. The Department of Human Resources negotiates contracts with Community Services Block Grant providers to serve as local administering agencies for the Regular Energy Assistance element. Program availability and eligibility information is forwarded to other social services agencies so that referrals can be made. Georgia's Low-Income Home Energy Assistance Program administers the Residential Energy Assistance Challenge Program (REACH). A contract was negotiated between the Department of Human Resources and a Community Action Agency servicing the 2<sup>nd</sup> largest and most diverse population in the state of Georgia. The purpose of the REACH Program is to assist LIHEAP eligible recipients with energy-related services. These services include weatherization and energy conservation educational training. The health providers, schools, utility companies, service delivery agencies, senior citizens centers and other such agencies are vital links in the outreach, intake and collaborative efforts under the regular and crisis components.*
- 2) ***Weatherization:*** *The EAP will coordinate weatherization referrals with the Georgia Environmental Facilities Authority's Division of Energy Resources (GEFA) which is responsible for Georgia's low-cost Weatherization Assistance Program (WAP). Referrals will be made by local administering agency (LAA) staff to the local weatherization provider for any households which request weatherization. Georgia's Community Action Agencies are primarily service delivery agencies for the WAP. It is required by policy that all LIHEAP recipients are referred annually for weatherization services.*

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*Coordination is facilitated by the fact that representatives from the GEFA and Community Action Agencies participated in the public review process, which contributed to the development of the EAP State Plan. All of these efforts will assure timely communication and maximum coordination. The Department of Human Resources, Division of Family and Children Services (DHR) (DFCS) will execute a contract with the GEFA relative to providing low-cost, residential weatherization activities. This contract assures coordination and accountability for the Low-Income Home Energy Assistance funds used for low-cost, residential weatherization assistance. The REACH Program provides minor weatherization services to LIHEAP eligible citizens of Georgia's 2<sup>nd</sup> largest county.*



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2605(b)(5) Please describe how you will assure that income eligible households will not be treated differently than categorically eligible households when determining eligibility and benefit amounts. This applies to all components unless specifically noted below.

2605(b)(2)  
2605(b)(8A)

(benefit  
levels)

*1. Regular Energy Assistance: The State will use a standard assistance payment schedule to assure that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs in relation to income, taking into account family size.*

*(a) The payment amount for non-subsidized renters and homeowners households will be determined by identifying the total household annual gross income level, and the heating fuel/utility costs. These conditions will be applied to determine the payment assistance amount from the Payment Assistance Schedule.*

*2. Crisis Energy Assistance: The payment amount for non-subsidized renters and homeowners households will be determined by identifying the total household annual gross income level (to ensure income eligibility) and the financial “need” to address the fuel emergency up to a maximum of \$220.00. A written justification of how the funds were used to resolve the energy emergency will be signed and attached to the original copy of the household’s application for assistance. The amount of assistance must be applied by the vendor to the customers fuel costs. The benefit payment is administered according to the requirement set forth in the federal LIHEAP statute.*

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statutory  
references

Heating Component

2605(b)(5) Please check the variables you use to determine your benefit levels:

(determination  
of benefits)

- ☒ income
- ☒ family (household) size
- ☒ home energy cost
- ☒ fuel type
- ☐ climate/region
- ☐ individual bill
- ☐ dwelling type
- ☐ energy burden (% of income spent on home energy)
- ☐ energy need
- ☐ other (describe)

2605(b)(5) Describe how you will assure that the highest 2605(c)(1)(B) benefits go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size. Please describe benefit levels or attach a copy of your payment matrix.

(benefit  
levels)

***1. Regular Energy Assistance: The State will use a standard assistance payment schedule to assure that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs in relation to income, taking into account family size.***

***(a) The payment amount for non-subsidized renters and homeowners households will be determined by identifying the total household annual gross income level, and the heating fuel/utility costs. These conditions will be applied to determine the payment assistance amount from the Payment Assistance Schedule.***

Do you provide in-kind (e.g., blankets,  
space heaters) and/or other forms of benefits?

☐ Yes ☒ No If yes, please describe.

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statutory  
references

2605(b)(5) Cooling Component  
2605(c)(1)(B)

Please check the variables you use to determine your benefit levels:

(benefit determination) **N/A**

  X   income  
  X   family (household) size  
  X   home energy cost  
  X   fuel type  
      climate/region  
      individual bill  
      dwelling type  
      energy burden (% of income spent on home energy)  
      energy need  
      other (describe)

2605(b)(5) Describe how you will assure that the highest  
2605(c)(1)(B) benefits will go to households with the lowest  
incomes and the highest energy costs or needs  
(benefit in relation to income, taking into account  
levels) family size. Please describe benefit levels or attach a copy of your  
payment matrix.

Do you provide in-kind (e.g. fans) and/or  
other forms of benefits?

      Yes   X   No If yes, please describe.

The cooling component will use the eligibility requirements as described in the Regular Energy Assistance Program. There will be priority placed on the elderly, disabled and households with young children. This component is only available to the general public as funds permit. The benefits approved will be in direct money payments to the provider of their cooling source of energy. Fans and air conditioners are not a purchased item from LIHEAP funds. The eligibility for cooling assistance is reviewed to ensure benefits were not previously received during the same program period (November 2003 – May 2004).

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statutory  
references

2605(b)(5) Crisis Component  
2605(c)(1)(B)

How do you handle crisis situations?

  X   separate component             other (Please explain)  
\*Additional non-federal funds are used for crisis also.

How do you determine crisis assistance benefits?

       amount to resolve crisis, up to maximum

  X   other (describe)

(benefit  
heating fuel  
determination)

Identify the total households annual gross income level and the costs to determine the assistance amount from the payment assistance schedule. The crisis must be resolved with determined assistance amount in order to be approved.

Do you provide crisis assistance through fast track handling under your LIHEAP heating/cooling program?

       yes   X   no

(benefit  
levels)

Please indicate maximum benefit for each type of crisis assistance offered.

<u>  X  </u>	Heating	<u>  \$220  </u>	maximum benefit
<u>  X  </u>	Cooling	<u>  \$220  </u>	maximum benefit
<u>  X  </u>	year-round	<u>  \$220  </u>	maximum benefit

Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?

       Yes        X   No If yes, please describe.

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statutory  
references

- 2605(b)(5) Weatherization &  
2605(c)(1) Other Energy Related Home Repair and Improvements  
(B) & (D)

What LIHEAP Weatherization services/materials do you provide? (Check all categories that apply.)

- ☒ Weatherization needs assessments/audits.  
☒ Caulking, insulation, storm windows, etc.  
☒ Furnace/heating system modifications/repairs  
☒ Furnace replacement  
☒ Cooling efficiency modes/repairs/replacements  
☒ Other (Please describe): Gas hot water heaters

- 2605(k) Under what rules do you administer LIHEAP weatherization?  
       \_\_\_ DOE Low Income Weatherization Assistance Program rules  
       ☒ Entirely under DOE LIWAP rules.  
       \_\_\_ DOE LIWAP rules with the following exceptions:  
       \_\_\_ Other - If DOE LIWAP rules not used,  
           please describe

Do you have a maximum LIHEAP weatherization benefit/expenditure per household?   ☒ Yes   \_\_\_ No

If yes, what is the maximum amount? \$2,664 per household

\*This program is actually administered through contract by GEFA (Georgia Environmental Facilities Authority)

- 2605(c)(1) Please describe any additional steps that will be taken to  
(E) target assistance to households with high home energy burdens.

***The Agencies have an energy-counseling component, which offers assistance and advice to all weatherization recipients. This assistance is offered to all clients, but high-energy users are targeted and benefit the most. All LIHEAP recipients are referred for weatherization assistance.***

- 2605(b)(6) Have you changed local administering agencies from last year?  
       \_\_\_ Yes   ☒ No  
 (agency designation) If yes, please describe how you selected them.  
                             What components are affected by the change?

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statutory  
references

2605(b)(7) Do you make payments directly to home energy suppliers?

(energy  
suppliers) Heating   X   yes        no  
Cooling   X   yes        no  
Crisis   X   yes        no

Are there exceptions? If so, please describe.

***Households whose vendors are not participating as an approved vendor by signing a Home Energy Supplier Agreement***

2605(b)(7)(A) If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (Please describe)

***Upon approval by the computer system, the local administering agency provides the pink copy (indicating approval) of the application to the applicant household (This applies to both the Regular, Cooling and Crisis EAP components.).***

2605(b)(7) How do you make sure the home energy supplier performs what is required (B) - (D) in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

***Home Energy Suppliers who participate in the Georgia Energy Assistance Program will satisfy all of the Federal Assurances by signing and complying with the Home Energy Supplier's Agreement. The Home Energy Agreement will remain in effect for three years. If any of the information provided on the Agreement changes, the fuel supplier is required to notify the department in writing. This partnership agreement with the home energy suppliers provides additional benefits to low-income households by providing a documentation of need for consideration for extended payment deadlines, delays in cut-off dates, restoration of services based on the state's agreement to home energy suppliers to pay approved EAP applications.***

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statutory  
references

2605(b)(8)(B) Is there any difference in the way owners and renters are treated? If yes, please describe.

(owners  
and  
renters)

Heating assistance:

☐ Yes    ☒ No

Cooling assistance:

☐ Yes    ☒ No

Crisis assistance:

☐ Yes    ☒ No

Weatherization:

☐ Yes    ☒ No

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statutory  
references

2605(b)(10) How do you ensure good fiscal accounting and tracking? (Please describe)

(program,  
fiscal  
monitoring,  
and audit) ***Fiscal Control and Funds Accounting: The State agrees that DHR, any other state agency receiving funds and any local administration agency will maintain an accounting system and supporting fiscal records adequate to audit and otherwise verify that the assistance payments and administrative cost claims for reimbursement meet Federal requirements. The DHR will use its currently established and operational Peoplesoft System to assure the proper fiscal control and fund accounting for Federal funds paid to the State under this title. In addition, a separate computer subsystem will be used to track agency and county use of benefit fund expenditures provided under this title.***

How do you monitor program activities?

***Monitoring/Prevention of Waste, Fraud and Abuse: Local reporting and division monitoring efforts will be used to assure proper dispersal of, and accounting for, Title XXVI benefit funds. The LAA's will provide reports of fund allocation utilization and program implementation activities. The Division shall monitor the activities of the LAA's and payment processing schedules\*. Details for local reporting procedures are included in the EAP Procedures Manual. The Division will conduct onsite-monitoring visits for each agency once a year. In addition, we conduct desk reviews, technical assistance by phone, and monitoring of the EAP subsystem.***

***The DHR will assure that the appropriate warning statements are included on benefit applications, Home Energy Supplier's Agreements, contracts with LAA's and Letters of Agreement to prevent, detect, and correct waste, fraud and abuse. Should households receive overpayment, procedures as outlined in the EAP Procedures Manual will be implemented for recoupment/repayment of such overpayment or referred to the Office of Fraud and Abuse.***

How is your LIHEAP program audited?

***Auditing: The DHR will have a yearly audit conducted by an entity independent of any agency administering activities or services carried out under this Title. This audit will be conducted in accordance with generally accepted government auditing standards. The State will prepare an audit of its expenditures of amounts received under this Title to carry out the purposes of the Title. The Governor will submit a copy of the yearly audit to the Legislature of the State and to the Secretary of Health and Human Services within 30 days after the completion of the audit.***



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references

2605(b)(12) How do you get timely and meaningful public participation in the development of the plan? (Please describe)

(timely and  
meaningful  
public  
partici-  
pation)

*The Department of Human Resources, Division of Family and Children Services (DFCS) will yearly assemble an Energy Assistance Program Task Force comprised of representatives from the public and private sectors, including utility company and public service commission representatives, political and community advocates, private non-profit, and charitable organizations and DHR representatives. The Task Force recommends policy changes for the development of the State Plan. This draft plan is sent to representatives of the public and private sector for review and comments as requested. A public hearing date is scheduled during the public review period.*

*Upon completion of the public review process, and incorporation of public comments to the draft plan, through the public hearing, the Task Force recommends submission of the plan to the Governor for signature and forwarding to the federal funding agency.*

*A statewide public news release announcing the review for the plan was sent to all major newspapers, radio and television stations. Copies of the plan were made available for public review at the Community Action Agencies, the 159 county offices of DFCS, the 18 area Agencies of Aging, Georgia Client's Council Offices, Georgia Legal Services Offices and 159 County Public Health Offices, advocacy organizations, vendors who have signed the Home Energy Suppliers Agreement, and the Georgia Public Service Commission.*

*Subsequent to the Task Force recommendations, the Draft State Plan has been disseminated for public review. The Public Hearing was held on August 13, 2003. Comments from the public review were accepted from July 18, 2003 through August 18, 2003 at the State Community Services Section, Two Peachtree Street, Suite #19-244, Atlanta, Georgia, 30303-3102.*

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2605(b)(13) Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

(fair  
hearings)

*The State will provide an opportunity for a Fair Hearing through the Office of State Administrative Hearings, Legal Services office to individuals whose claims for assistance are denied or are not acted upon with reasonable promptness. Appropriate procedures will be described by the Legal Services Office to assure due process is carried out in all cases.*

*Each applicant will be notified of his or her Fair Hearings Rights or Procedures through receipt of an Information Notice at the time of application intake. Fair Hearings procedures are prescribed by the Georgia Environmental Facilities Authority for individuals who are denied weatherization assistance or whose application is not acted upon with reasonable promptness.*

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2605(b)(15) For States and Puerto Rico only (not applicable to Tribes and tribal organizations, or to territories who's annual regular LIHEAP allotments are \$200,000 or less): Does the State agency that administers the following LIHEAP component also administer the State's welfare program?  
(alternate outreach and intake)

Heating assistance

X  Yes        No

If yes, describe alternate process for outreach and intake:

*Applications for the Regular Energy Assistance Program that provides heating assistance are taken through local community action agencies under contract to the DHR. The local county offices of the Division of Family and Children Services makes referrals. Outreach activities are coordinated between these agencies for each of the 159 counties. Outreach is also coordinated with other social services agencies (i.e. Salvation Army, United Way, Area Agencies on Aging, Social Security Administration, and other government entities), utility vendors, medical facilities, schools, etc.*

Cooling assistance

X  Yes        No

If yes, describe alternate process for outreach and intake:

*Applications for the Regular Energy Assistance Program that provides cooling assistance are taken through local community action agencies under contract to the DHR. The local county offices of the Division of Family and Children Services makes referrals. Outreach activities are coordinated between these agencies for each of the 159 counties. Outreach is also coordinated with other social services agencies (i.e. Salvation Army, United Way, Area Agencies on Aging, Social Security Administration, and other government entities), utility vendors, medical facilities, schools, etc.*

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Crisis assistance

**X** Yes    \_\_\_ No

If yes, describe alternate process for outreach  
and intake:

*Applications for the Crisis Assistance Program that provides energy assistance are taken through local community action agencies under contract to the DHR. The local county offices of the Division of Family and Children Services makes referrals. Outreach activities are coordinated between these agencies for each of the 159 counties in addition to other Social Services agencies (i.e. Salvation Army, United Way, Area Agencies on Aging, Social Security Administration, and other government entities), utility vendors, medical facilities, schools, etc.*

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2605(b)(16) Do you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

X Yes    \_\_\_\_\_ No

The Georgia LIHEAP program expended .001% of the regular LIHEAP funds in FFY 2003 for Assurance 16 services to eligible households.

Georgia was in a crisis state of response to over 50,000 households faced with the disconnection of their natural gas service. There were estimated to be a lesser, but yet significant number also threatened or having lost their utilities of other fuel types. In an effort to address the issues related to lack of heating, choices of unsafe means of heating, cooking and attending to personal needs, planning and implementation were centered on the implications for LIHEAP.

There were procedures put in place to perform the following activities under Assurance 16:

- ✓ Mass outreach materials were designed and mailed out to customers, especially those in the most vulnerable groups.
- ✓ Full-time telephone coverage to answer customer inquiries was made available.
- ✓ Fuel providers were contacted to negotiate payment arrangements and re-connection of services.
- ✓ Consumer counseling regarding bill payments, schedules of payments, unsafe means of heating, energy conservation, budget billing, and other such information necessary to alleviate the energy burden.
- ✓ Partnerships were formed and maintained in an effort to strengthen and extend the resources available to low-income households. These resources were provided to consumers who may not have met all of the LIHEAP guidelines and to those whose bill amounts were higher than the allowable LIHEAP benefit.

These activities were the primary function and responsibilities of temporary personnel hired and retained during the peak of the program in the coldest months. The temporary staff was employed throughout the 2003 federal fiscal year to perform administrative tasks related to the energy services identified to be needed by LIHEAP eligible customers.

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- 2607A      Please describe leveraging activities planned for the fiscal year. Are the leveraged resources/benefits appropriated or mandated for distribution under this plan? Are they integrated and coordinated with the grantee's LIHEAP program? If so, please describe.  
(This entry is optional.\*)

**FUEL FUNDS**

The Heating Energy Assistance Team (H. E. A. T.), Inc., will provide funding to the grantee for home heating and emergency use. H. E. A. T. is a non-profit, charitable organization that solicits and collects donations from individuals, corporations, private or non-profit businesses, fuel vendors and foundations to provide energy assistance statewide to LIHEAP eligible Georgians. The funds are allocated annually to the grantee and distributed in concurrence with and under the same guidelines as the Low Income Home Energy Assistance Program.

**PUBLIC SERVICE COMMISSION FUNDS**

The Georgia Public Service Commission will provide funds to the grantee from the Universal Service Fund Grant Program to assist low-income natural gas customers. The funds will be used to determine eligibility for customers who qualify for the Low Income Home Energy Assistance Program, and will be referred to the Regulated Marketer for special low rates on their gas energy bill. The funds will be distributed through contracts with the Community Action Agencies.

\* Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantee's LIHEAP plan and distributed as indicated in the plan.

**Utility Company and Regulatory Agency Funds**

Various utility companies will donate unrestricted funds directly to the Department of Human Resources which will be used for benefits to LIHEAP-eligible households through contracts with Community Action Agencies. Funds will also be sought through regulatory agencies, who establish public policies for consumer utility services and may be persuaded to encourage utility companies to donate funds to the Department of Human Resources for the benefit of low-income, LIHEAP-eligible customers, or establish a policy of fining utility companies for service infringements by issuing orders to pay donations or fines to the LIHEAP program.

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**Fee-Saving Interventions / Utility Company Policies**

Utility companies will be asked to waive fees for eligible clients to provide cost savings for LIHEAP-eligible households who may be facing disconnection threats or reconnection fees and who may need to establish payment plans with utilities to avoid further disruption of services, or to establish discounts or supplemental benefits to low-income households that are not already being provided.

**Other Donations**

Donations from other organizations or individuals will be accepted to provide more benefits to LIHEAP-eligible households through various activities including contracts with Community Action agencies. Donations may take the form of cash or donated goods or services.

**Summary:**

No state dollars or LIHEAP appropriated funds will be included in this amount or will be claimed as used to develop these non-LIHEAP resources.

## ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- Lobbying certification, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. **(TRIBES and tribal organizations are EXEMPT)**
- Debarment and suspension certification, which must be filed by all grantees.
- Drug-free workplace requirement certification, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services.
- If you have filed a statewide certification for the drug-free workplace requirement, please check here:
- One of the new requirements included in the 1994 reauthorization of the statute is that grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that has members who are elderly, disabled, or young children. Information on the number and income levels of households with elderly or disabled members is currently required as a separate report due on October 31st of each year. The approval for the collection of the Annual Report on Households Assisted by LIHEAP is covered by OMB approval number 0970-0060.
- Though not a part of this application, the report on funds to be carried over or available for reallocation required by section 2607(a) for the preceding year must be submitted by August 1st of each year. A grant award for the current fiscal year may not be made until it is received. The approval for the collection of LIHEAP Carryover and Reallocation Report is covered by OMB approval number OMB 0970-0106.



**STATE OF GEORGIA**  
**2003-2004**  
**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

**INCOME LEVEL CHART**

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8
LEVEL 1	\$0 - 10,327	\$0 - 13,938	\$0 - 17,549	\$0 - 21,160	\$0 - 24,771	\$0 - 28,382	\$0 - 31,993	\$0 - 35,604
LEVEL 2	\$10,328 - 13,470	\$13,939 - 18,180	\$17,550 - 22,890	\$21,161 - 27,600	\$24,772 - 32,310	\$28,383 - 37,020	\$31,994 - 41,730	\$35,605 - 46,440

HOUSEHOLD SIZE	9	10	11	12	13	14	15	16
LEVEL 1	\$0 - 39,215	\$0 - 42,826	\$0 - 46,437	\$0 - 50,048	\$0 - 53,659	\$0 - 57,270	\$0 - 60,881	\$0 - 64,492
LEVEL 2	\$39,216 - 51,150	\$42,827 - 55,860	\$46,438 - 60,570	\$50,049 - 65,280	\$53,660 - 69,990	\$57,271 - 74,700	\$60,882 - 79,410	\$64,493 - 84,120

NOTE: Income Level 1 = up to 115%  
Income Level 2 = 116% - 150%

\* For households with 17 or more members add \$4,710.00 \*\*

# FFY 2004 ENERGY ASSISTANCE PROGRAM

## PAYMENT ASSISTANCE SCHEDULE BY INCOME

FUEL TYPE	Coal Fuel Oil Electricity Kerosene	LP Gas Natural Gas Wood
Income Level I	220	
Income Level II	174	

Estimated households to be served = 63,600

Estimated average benefit amount = \$216